

.

Class Specifications
for the Class:

CONSTRUCTION AND MAINTENANCE WORKER II
(CONSTRUCTION & MTNCE WKR II)

Duties Summary:

Performs and supervises skilled tasks in several trades in heavy construction, and the maintenance and repair of buildings and/or other indoor and outdoor structures; may be in charge of a maintenance shop; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the working supervisory level in the series.

This class differs from that of Construction and Maintenance Worker I in that the Construction and Maintenance Worker II, in addition to performing skilled construction and maintenance work, supervises the work of other skilled workers as a continuing work assignment including setting the pace and quality of workmanship; whereas the Construction and Maintenance Worker I performs skilled tasks in several building trades such as masonry, welding, carpentry and plumbing pertinent to heavy construction, and for the maintenance and repair of buildings and other structures, and may occasionally lead the work of other skilled workers but mainly confines supervision to unskilled and semi-skilled helpers assisting in the work.

This class differs from that of Construction and Maintenance Supervisor in that the Construction and Maintenance Worker II spends a majority of the work time in performing skilled construction, maintenance and repair work, and in addition, supervises other skilled workers; whereas the Construction and Maintenance Supervisor plans, lays out and inspects the work of a group of several skilled workers on a substantially full-time basis and only occasionally may perform construction and maintenance work.

Examples of Duties:

Plans, lays out, assigns and participates in a variety of construction, repair and maintenance activities within public school grounds or other buildings and grounds; inspects work before starting to determine scope and complexity; inspects carpentry and other work in progress and upon completion for conformance to work orders and established standards; supervises or inspects paving, patching or resurfacing of driveways, roads,

sidewalks, parking areas, play courts, etc.; supervises and participates in the pouring of concrete slab; supervises and participates in the construction, repair, installation and/or maintenance of storm drains, fences, athletic fields, playground equipment, cesspools, incinerators, kennels, lawn buildings, tool sheds or other structures; supervises and participates in welding and other metal repair work; supervises or inspects the trimming of trees; instructs equipment operators to do job as specified in the work order; reads and interprets plans and sketches and working drawings as required; recommends changes in plans to meet field conditions; estimates and requisitions materials, tools, equipment, personnel and contractual services such as tree trimmers when required by work and work load; maintains safety standards; maintains records and submits work reports; investigates complaints and recommends action if necessary.

Minimum Qualification Requirements:

Training and Experience: Six (6) years of work experience in performing skilled work involving the construction and maintenance of buildings, structures and equipment of which two years shall have been as a fully competent construction and maintenance worker; or an equivalent combination of experience and training.

License Requirement: Possession of a valid motor vehicle operator's license.

Knowledge of: Practices and methods used in the several building trades, including safety procedures; the tools, equipment and materials used in the several building trades.

Ability to: Use the hand and power tools common to the building trades; read and interpret plans and specifications for construction work; determine personnel, materials and equipment required for various construction and maintenance work; keep records and prepare reports; plan, lay out, assign and review the work of other skilled workers; give and receive oral and written instructions; perform heavy lifting, moving and other manual work typical of the class.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification.

Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

- - - - -

This is an amendment to the specification for the class CONSTRUCTION AND MAINTENANCE WORKER II approved on December 15, 1967.

DATE APPROVED: 12/04/84

JAMES H. TAKUSHI
Director of Personnel Services